



City of Leeds Business Licensing Guide

The City of Leeds, Alabama is a great location for your business to start, stay and grow! The City's Business Resource Team stands ready to guide you no matter the stage of your business journey. The goal of the Team is to make conducting City-related transactions as smooth and seamless as possible.

This document, *City of Leeds Business Licensing Guide in Leeds*, is a summary of what you need to know about the city as you operate your business. You can find this guide and all the details on our website at leedsalabama.org

The Leeds Business Resource Team will collaborate with you as you start, maintain, and grow your business. (Of special note, **joint meetings with owners, architects, contractors, and other key stakeholders during start-up and expansion phases involving construction are essential.**) Please contact Leeds's Business Resource Team by telephone at **205-699-0943** or by e-mail at development@leedsalabama.gov to get started. It is our goal to provide unparalleled services to our business community.

CHECKLIST FOR DOING BUSINESS IN LEEDS

TASK ITEM	SEE SECTION
Identify property for your business/development	Site Selection / Location Services
Check your property zoning, the permitted uses and any special conditions or requirements	Property Zoning Information
Obtain Certificate of Occupancy for Business License (required for all businesses)	Property Development & Building Permit Information
For any of the following that apply: Obtain building construction/sign permit Obtain Home Occupation approval	Property Development & Building Permit Information
Obtain Mobile Food Unit (food truck) permit Obtain approval for alcohol sales	Food / Alcohol Sales & Consumption

PROPERTY ZONING INFORMATION

As you begin to review suitable locations for your proposed business, check the zoning designation to ensure the proposed business type is permitted for that location. Zoning regulations are adopted standards for types of uses to which a business can be located; and physical characteristics for the development of property such as maximum height of buildings, number of parking spaces required, and more. Special areas known as Planned Unit Developments (PUDS) typically have additional requirements and approvals beyond the zoning regulations.

- Step 1:** Check the [GIS website](#) to determine the zoning designation for the location.
- Step 2:** Learn about the [zoning regulations](#) for the zoning designation
- Step 3:** **If the intended use of the property is not in accordance with the zoning designation**, you may initiate action to request a conditional use or to rezone the property. Requests for conditional use or rezoning must go before the Planning & Zoning Commission and Leeds City Council for approval. Our team will work through this process with you.
- Step 4:** Contact us at development@Leedsalabama.gov or **205-699-0943** for additional assistance.

PROPERTY DEVELOPMENT & BUILDING PERMIT INFORMATION

After you have determined that your business use conforms to the zoning of the property, you will most likely change some aspect of the physical location. The steps required will vary based on the extent of modifications to the physical environment. **Joint meetings with owners, architects, contractors, and other key stakeholders early in the project phases are essential.** Please contact us at **205-699-0943** or development@Leedsalabama.gov to get started.

- Step 1: If any construction activity or a change in the use of the space you intend to occupy is taking place**, a commercial building permit is required. Depending on the extent of work, approval from external agencies may apply. The Inspections Department can be reached at **205-699-0943** or development@Leedsalabama.gov.
 - All contractors and sub-contractors must have a City of Leeds business license; and where performing any construction work of \$50,000 or more, must be licensed by the State of Alabama.
 - Septic/sewer approval is required prior to construction or tenant improvement.
 - The commercial building permit process is explained in detail on our website <http://www.leedsalabama.org>. After construction is complete and all inspections are approved, you will be issued a Certificate of Occupancy (CO).
- Step 2: If your business will occupy a space "AS IS", with no construction activity taking place**, [apply](#) for a Certificate of Occupancy Business License (COBL) prior to applying for a business license.
- Step 3: If your business will be advertising with a sign**, a sign permit is required. Sign permits are governed by sign regulations within the [Zoning Ordinance](#). If your location is in a Planned Unit Development (PUD), or is in a special overlay district, additional approvals may be required.
- Step 4: If your business will be operating from your home**, an approved Home Occupation Application is required. More Information can be found [here](#).

FOOD / ALCOHOL SALES & CONSUMPTION

- ❑ **Step 1: For businesses who wish to serve food, including the operation of food trucks:**
 - ❑ Obtain a health permit from the applicable county health department.
 - ❑ If you are operating a food truck, you must obtain a **Mobile Food Unit Permit** from Leeds Inspection Services: [Online Portal](#)
 - ❑ Obtain a City of Leeds business license [Business License Portal](#)
- ❑ **Step 2: For businesses who wish to sell alcohol for on-site or off-site consumption an alcohol license from the ABC Board is required. Approval from the Leeds City Council is required as a part of this process. Please note this process can take 3-4 weeks for a standard request, assuming all required documentation has been submitted and no conditional use approval is required [Online Portal](#)**
 - ❑ **Step 1:** Check the zoning designation and requirements for the property. *Conditional Use may be required and will take additional time.* Contact development@leedsalabama.gov or call **205-699-0903**.
 - ❑ **Step 2:** Obtain a Criminal History Release Form from the City Clerk's Office, to be signed and notarized by all executives. Email development@leedsalabama.gov or call **205-699-0903** – [ALEA Background form](#) (Please bring to city hall prior to mailing).
 - ❑ **Step 3: ALL** alcohol license applications must be submitted to the State of Alabama Alcoholic Beverage Control (ABC) Board. Call 205-942-7955 (Jefferson County) or 256-237-3211 (St Clair Co.) to make an appointment.
 - ❑ **Step 4:** Bring a copy of the State application (with confirmation number) and completed Leeds Criminal History Release Form(s) (*see step 2*) to the City Clerk for processing. Background checks will be completed, and the application will be presented to City Council for approval. The City Clerk will notify the ABC Board of the decision.
 - ❑ **Step 5:** Work with the ABC Board to complete the process and, if approved, obtain the alcohol license.
 - ❑ **Step 6:** Obtain the applicable City of Leeds business license(s): [Business License Portal](#)

BUSINESS LICENSE & TAX INFORMATION

Please note that all the aforementioned approvals that apply to your business should be complete before applying for a City of Leeds business license. Full information is available on our website: leedsalabama.org

- ❑ **Step 1: Certain professions, and business activities require certification or license** by various state and local regulatory agencies. A current copy of the certification/license must be presented.
 - ❑ **Examples include** general contractors, homebuilders (including subcontractors), plumbers, electricians, HVAC technicians, gold buyers, auto dealers, massage therapists. (*This list is not all inclusive. If you have any type of State issued certification, please bring a copy.*)
- ❑ **Step 2: Complete and submit a City of Leeds Business License application:**
- ❑ The application **MUST** include:
 - ❑ FEIN- if applicable.
 - ❑ Sole Proprietors and Partnerships **MUST** furnish the principal(s)' Social Security numbers.
 - ❑ Contact person with phone number.
 - ❑ Copy of applicant's driver's license (you may be asked to present actual license) and signature.
- ❑ **Step 3: Review tax and licensing requirements and filing deadlines (online filing available in most cases):**
 - ❑ Tax returns must be filed for sales tax, seller's use tax, consumer's use tax, liquor, lodging, and lease/rental. A current rate table may be found on our website: [Business License Portal](#)
 - ❑ Business licenses renew on a calendar year basis. Taxes that require monthly filing are due on the 20th of the month for the preceding month. Please see our website for a full list of filing and payment due dates: [Business License Portal](#)

LEEDS BUSINESS RESOURCE TEAM

UNIT	EMAIL	TELEPHONE	HOURS (M-F)
LOCATED AT LEEDS CITY HALL, 1400 9th St. , LEEDS, AL 35094			
Leeds City Administrator	bwatson@leedsalabama.gov	205-699-0903	7 AM – 5 PM
Revenue/Business License	cityhall@Leedsalabama.gov	205-699-2585	8 AM – 3 PM
Leeds Development Services	development@leedsalabama.gov	205-699-0943	7 AM – 5 PM
LOCATED AT LEEDS FIRE STATION #1 – 1051 PARK DR, LEEDS, AL 35094			
Leeds Fire Department	acourington@Leedsalabama.gov	205-337-9223	8 AM – 5 PM
<i>Not sure who to call? Please email development@Leedsalabama.gov or 205-699-0943. You may also contact individual team members.</i>			

OUR PARTNERS

Our goal is to make transactions with the City of Leeds pleasant. We will work to help you understand how we interact with other agencies to meet all requirements applicable to your business. Please find contact information for our critical partner organizations below, or contact our Leeds Business Resource Team for questions.

TOPIC	AGENCY	TELEPHONE	WEBSITE
State Business Taxes	STATE OF ALABAMA DEPT OF REVENUE	205-733-2740	https://revenue.alabama.gov/audience/businesses/
Liquor, Beer and Wine Licenses	STATE OF ALABAMA ABC LICENSE OFFICE	205-942-7955	https://alabcboard.gov/
State Business License and County Business taxes	JEFFERSON COUNTY REVENUE DEPT	205-325-5171	http://www.jccal.org/Default.asp?ID=698&pg=Revenue
	ST CLAIR COUNTY REVENUE OFFICE	205-884-2395	https://www.stclairco.com/241/Licensing-Division
	SHELBY COUNTY FINANCIAL SERVICES	205-670-6530	https://www.shelbyal.com/260/Business-Revenue
Health Permits or Food Safety Permits	ALABAMA DEPT OF PUBLIC HEALTH	334-206-5200	www.adph.org
	JEFFERSON COUNTY HEALTH DEPT	205-933-9110	www.jcdh.org
	SHELBY COUNTY HEALTH DEPT	205-664-2470	http://www.alabamapublichealth.gov/shelby/
Electricity	ALABAMA POWER COMPANY	800-430-5787	www.alabamapower.com
Natural Gas	SPIRE	800-292-4008	www.spireenergy.com
Water and Sewer (Not an exclusive list)	<i>Please contact the Economic Development Office to help determine the appropriate entity servicing the location.</i>		
	JEFFERSON COUNTY ENVIRONMENTAL SERVICES	205-325-5390	http://www.jeffcoes.org/
	BIRMINGHAM WATER WORKS	205-244-4000	https://www.bwwb.org
	LEEDS WATER	205-733-1672	https://lwwb.com
Leeds Business Groups	LEEDS CHAMBER OF COMMERCE	205-699-5001	https://leedsareachamber.com/